

UNITED STATES CIVIL SERVICE COMMISSION

BUREAU OF RETIREMENT AND INSURANCE

WASHINGTON 25, D.C.

"U.S. CIVIL

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AND DATE OF TH.

March 28, 1960

TO: Health Benefits Officers

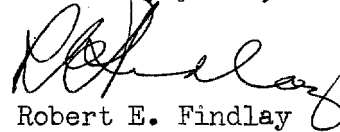
In connection with reporting requirements by the agencies under the Federal Employees Health Benefits program we need to have the names and addresses of all the points at which payrolls are prepared in your agency together with a numerical identification for each such point.

The Treasury Department has furnished us with listings, identified by station number and location, of all the accounting stations for which Treasury disbursing officers pay payrolls. However, we are informed by Treasury that these listings may not necessarily contain all of the points where payrolls are prepared.

That part of the listing mentioned above pertaining to your agency is enclosed which we would like for you to verify as to its correctness. Also, please list where appropriate any additions to each accounting station which may be necessary including the number and address of each payroll point so added. The enclosed listing including the information requested should be returned as soon as possible to the attention of the undersigned after it has served its purpose.

If you have any questions concerning this request please get in touch with the undersigned who may be reached in the Washington area by phone on Code 129, Extension 5547 or 5548.

Sincerely yours,


Robert E. Findlay
Chief Accountant

*Routing sheet to
Findlay - 5 APR 1960*

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UNITED STATES CIVIL SERVICE COMMISSION

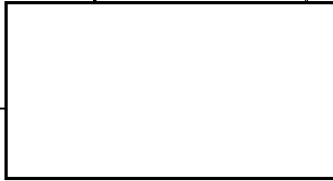
BUREAU OF RETIREMENT AND INSURANCE

WASHINGTON 25, D.C.

ADDRESS REPLY TO
"U.S. CIVIL SERVICE COMMISSION"
AND REFER TO

FILE

AND DATE OF THIS LETTER



TO: HEALTH BENEFITS OFFICERS

Enclosed are two copies of a listing of the names and addresses of all points where payrolls are prepared in your agency together with a payroll office number for each point compiled from information you furnished.

Please verify the listing for correctness of numerical identification and completeness of address. Any changes which you find necessary to make should be indicated in the margin and one copy returned to the undersigned. The second copy can be retained. Where you find that no changes are necessary or the volume of changes to be made are insignificant the undersigned should be informed by telephone (Code 129, Extension 5547 or 5548). In any event one copy of the listing should be returned whether or not changes are made.

These payrolling points will appear in a directory to be used by the carriers and by the Civil Service Commission. It is very important that the listing reflect currently all such points. Where possible it should be up-dated to July 1, 1960. Any changes which occur after you have checked out the listing should be immediately reported to the Civil Service Commission.

In order to assure the consistent use of accurate payroll office numbers on all documents transmitted to carriers and the Civil Service Commission, payroll offices should be made aware of the importance of these identification numbers. Carriers will identify each enrollee under the carrier's plan with his payroll office number. Reconciliation of enrollees between the carrier and the payroll office will be made on this basis. The Commission will also control the receipt and processing of Standard Form No. 2812, Withholdings and Contributions, by payroll office number. Were possible, an overprint or clear rubber stamp would preclude possible errors in transposing the rather large identification numbers.

In order to expedite issuance of the directory your immediate verification of the listing will be appreciated.

Sincerely yours,

Robert E. Findlay

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